

Cawthorne Parish Council – South Yorkshire District

Vacancy for Clerk and Responsible Financial Officer

Cawthorne Parish Council is an active Council that seeks a highly motivated, enthusiastic person to take on the post of Clerk to the Council and Responsible Financial Officer.

The post is part time, 12 hours per week. Working from home, the hours of work are flexible except for attendance at meetings.

Salary £9,491 to £10,402 per annum dependent upon qualifications and experience.

Must be IT literate, able to use the Microsoft Office suite and computer equipment is supplied. Must be able to store Council equipment and files at your home address and be available to attend Council meetings on first Thursday evening of the month, third Thursday morning of the month plus meetings as and when required.

Duties will include: acting as advisor to the council which involves learning the relevant parish legislation, preparation of the agenda, minute taking, compilation of correspondence, filing and accounts in addition to being the Responsible Financial Officer to the council. In addition, the Clerk is responsible for the management and administration of Cawthorne Cemetery.

Prior relevant experience is an advantage but training in all aspects of local government administration, leading to the Certificate in Local Council Administration qualification will be provided.

Interviews will be held on Thursday 14th March from 12 noon onward.

The application form, job specification and personal specification are available from: cawthorneparishclerk@msn.com

Please note, CV's will not be accepted

Closing date for applications: Thursday 29th February 2024